### Commitment Accounting

There are 3 ways in which a Department can designate charging instructions:

1. **Department Default**
   - Set at the time of hire or transfer

2. **Employee Charging Instructions**
   - Changed through Commitment Accounting

3. **Time & Labor**
   - Changed on the timesheet
   - Overrides the Employee Charging Instructions

The combination code used in PeopleSoft is not the same as the Oracle Cloud financial management system.

### Selecting Employee

1. Navigate to Employee Charging Instructions screen (Main Menu > Employee Charging Instructions)
2. Search for an employee using the search fields, and click Search
3. Select the employee record with the correct Fiscal Year

### Set Employee Charging Instructions

1. Click the icon on the top right to add new charging instructions
2. Select the appropriate Effective Date by selecting the icon
3. Select Approver by using the icon to get list of approvers
4. In the Earnings Distribution section, make adjustments to salary distribution (by %) in the Combination Code tab
5. Insert justification in (Required) comment box
6. To add/change the combination code – select the Combination Code Description tab
7. Select ChartField Details

### Select Combination Code

1. Select Search in the Search Options box
2. On the next screen, use the icons to search for the chart values that make up the Combination Code. (If known, can put combination code directly into the GL Combination Code field)
3. Click Search
4. Once appropriate combination code appears in the Combination Code/ChartFields box, click Select
5. Click OK

### Submit Employee Charging Instructions

1. Once back on main Employee Charging Instructions screen, click Submit
2. Click OK once confirmation message appears
3. Approval status will be changed to Pending

### Salary Distribution Report

Displays employee salary distributions for a specific fiscal year/accounting period and by department.

### Common Errors

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date Sequence Error</td>
<td>The effective date in a row must fit into the sequence of other effective dates in the same scroll. It should be before the effective date of the row above it, and after the effective date of the row below it.</td>
</tr>
<tr>
<td>Combo Code Override exists on Timesheet</td>
<td>Error due to the override.</td>
</tr>
<tr>
<td>Salary and Wage Redistribution and Justification Form SWRJ form submitted to Payroll department for alternate reallocation processing.</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

Reallocations are normally run in batch processes several times a week:

*Every Monday, Wednesday, Friday*

#### Question?

Call the HR/Payroll Help Center at (848) 932-3888, e-mail HRPayroll_helpcenter@hr.rutgers.edu, or visit www.cornerstone.rutgers.edu